



***State of Washington
Department of Transportation
Legal Notice of Intent to Sole Source***

Washington State Department of Transportation (WSDOT) announces its intention to establish a sole source contract with Hamilton / Saunderson.

WSDOT has agreed to assume responsibility for communications efforts to the public for the I-405, Bellevue Direct Access from the City of Bellevue, and is currently under contract with the City of Bellevue and Sound Transit to provide these services.

Hamilton / Saunderson has been working on this project through a contract with the City of Bellevue for the past two years, and have a thorough knowledge of the project. They played a key role in developing the communications strategy for the project including placing inserts in the Eastside Journal and producing and airing radio public service announcements.

Hamilton / Saunderson will support the project by writing, editing and coordinating the production of the annual project reports and the semi-annual project updates that will be printed and distributed by the Eastside Journal. They will provide finished public service announcements including studio production and voice talent and managing releases through the local radio stations. They will also set up the database and templates for regular e-mail project updates.

Challengers are required to submit, on or before Monday, December 23, 2002, a brief statement of their Intent to Challenge, and must address the following criteria as it relates to the project:

- 1 Qualifications/Expertise of Firms on Team;
- 2 Qualifications of Proposed Project Manager;
- 3 Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
- 4 Firm's Project Management System (Prime Consultant Only);
- 5 References/past performances (Prime Consultant Only); and
- 6 Cost factors (Prime Consultant and Sub-Consultants.)

The submittal is limited to a total maximum number of ten (10) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (If charts and/or graphs are utilized text must be readable size font), and with type size no smaller than 12 point. The page limitation does not apply to the transmittal letter, front and back cover, the completed Performance Evaluation forms, and the completed Submittal Information Packet form(s.) Please provide only 1 copy of the completed Performance Evaluation forms and the completed Submittal Information Packet form(s.) These forms should be accompanied with your Letter of Transmittal and should be submitted under separate cover and not bound within your Statement of Interest.

The Notice of Intent to Challenge shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:



- 1 Title of the Notice of Intent to Sole Source on the cover of the submittal and the Transmittal Letter;
- 2 Transmittal Letter;
- 3 Completed Submittal Information Packet form for the Prime Consultant and all proposed Sub-Consultants (1 set);
- 4 Completed Performance Evaluations for the Prime Consultant Only;
- 5 Responsiveness to all challenge criteria;
- 6 Meeting page limitations and font size requirements; and
- 7 Meeting submittal deadline submission date.

If this award is challenged, WSDOT will select the best-qualified firm based on the criteria for challenge listed above.

Send your Intent to Challenge by mail or courier to: Mr. Michael B. Rice, Director, Consultant Services Office, Washington State Department of Transportation, PO Box 47323, Olympia, WA 98504-7323, no later than 5:00 PM, Monday, December 23, 2002. No submittals will be accepted after that date and time. Couriers should be directed to the WSDOT Consultant Services Office, Capital View II Building, 2nd floor, 724 Quince Street SE, Olympia, WA 98504-7323.

Any questions regarding this notice, deadlines, or submittals should be directed to WSDOT Consultant Services Office at 360-705-7104.

Date of publication in the Seattle Daily Journal of Commerce: Tuesday, December 17, 2002.